



WOODPLUMPTON PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD AT LEIGH GALLERY, PRESTON GRASSHOPPERS
LIGHTFOOT GREEN LANE, PRESTON
ON MONDAY 16th MAY 2022 at approx 7.00pm

PRESENT: Chairman Cllr M Greaves
Councillors: P Bamber P Entwistle M Entwistle
M Stewart S Yates

County / City Cllr S Whittam, PC Takhar, Mr D Guise, Mr S Leach.

ELECTION OF CHAIRMAN

MIN 22/01 Cllr M Greaves and Cllr P Entwistle were both proposed as Chairman. Following a tied vote, Cllr M Greaves exercised his right to give a casting vote under S 15(3) of the local Government Act 1972 and it was **resolved** that Cllr M Greaves be elected as Chairman for the next 12 months. Due to the absence of the Clerk, Cllr Greaves will be required to sign his Declaration of Acceptance of Office as soon as possible after the meeting.

ELECTION OF VICE-CHAIRMAN

MIN 22/02 Cllr P Entwistle was proposed as vice-Chairman. As there were no other nominations, it was **resolved** that Cllr P Entwistle be elected as vice-chairman for the next 12 months.

APOLOGIES

MIN 22/03 The agenda reminded Members that apologies are *recorded* in the Minutes, but if a Councillor is absent for 6 consecutive months, an apology must be *approved* by Council, prior to the 6 months elapsing. Apologies were recorded for Cllr B Dalglish and Cllr B Probin. Apologies were also noted from City Cllr K Middlebrough and the Clerk due to delays at A & E.

APPROVAL OF THE MINUTES of the meeting held on 25th April 2022

MIN 22/04 It was **resolved** that the Minutes were a true record. Due to the Clerk's unforeseen absence, they will be signed at the June 2022 meeting along with the Minutes of the Annual Parish Meeting.

TO ACCEPT DECLARATIONS OF INTERESTS AND TO CONSIDER ANY WRITTEN REQUESTS FOR DISPENSATIONS

The agenda reminded Members to check, and update their notification of interest forms, which can be viewed on the Council's website. Any alterations made throughout the municipal year, must be submitted to the Clerk within 28 days of the change occurring.

MIN 22/05 Cllr M Greaves and Cllr P Bamber declared a pecuniary interest in the donation to the Woodplumpton Fete as they are involved in its planning and organisation.

ADMINISTRATION

MIN 22/06 Members **resolved** to meet at Preston Grasshoppers on the **3rd Monday** of the month although it was noted that Woodplumpton School have also offered to host meetings.

MIN 22/07 Members **resolved** to renew the following delegated powers to the Clerk in accordance with S101 of the Local Government Act 1972 and Standing Order 15

- Consider routine planning applications between meetings, however rather than Members receiving a summary of the application, Members requested a review on whether all applications should be included as an agenda item. This will be added to the June meeting.
- Make routine decisions
- Deal with emergencies
- Spend small sums of money - not to exceed £100
- Grant a dispensation to Members where the number of Members prohibited from participating would impede the transaction of the business.

MIN 22/08 It was **resolved** that Members would continue to receive the Council summons by email. The agenda informed Members that it is good practice for Councillors to use an identifiable Parish Council email address rather than a personal one, but Members stated they wish to continue using their existing email addresses on the understanding that the authority's formal email address must be included to ensure completeness of any records.

GENERAL DATA PROTECTION REGULATIONS

MIN 22/09 It was **resolved** that the Council and its Members will continue to comply with the Data Protection Regulations due to the following

- a) Members verbally confirmed that they understand the need to obtain confirmation from the sender before sharing personal information - which includes residents' email addresses - and that a written consent form is available from the Clerk.
- b) Members verbally confirmed that their electronic devices comply with the security setting requirements.
- c) Members verbally confirmed that they understand the need to delete individual correspondence and personal contact details once a matter is completed.

APPOINTMENT OF COMMITTEES / REPRESENTATIVES

The agenda reminded Members that Parish Council Committees are subject to the same rules as Ordinary Council meetings in that the meeting must be advertised, open to the public and Minutes must be taken. The formation of a committee was not proposed however, it was noted that committees can be formed at any time in the municipal year.

The agenda reminded Members that individual Councillors may attend external agencies and community meetings but when doing so, ***they must not make decisions, or support or object to a project on behalf of the Council.*** If a Councillor expresses a personal opinion on a matter before it has been considered by the Parish Council, best practice would be to declare that interest at the next available Council meeting.

MIN 22/10 Members **resolved** to confirm the appointment of 3 representatives to the Preston Area Committee - Cllrs M Greaves, P Entwistle, B Probin.

MIN 22/11 Members requested more information on the Daniel Houghton Charity as its members and purpose were not clear, consequently it was **resolved** that the appointment of a representative be deferred to the June meeting.

MEMBER ALLOWANCE SCHEME

MIN 22/12 The budget includes funding for incidental expenses and Members **resolved** not to adopt an allowance scheme.

PUBLIC PARTICIPATION

PC Rumandeep Takhar introduced himself to the meeting and confirmed he and PCSO Anyon will be the main liaison for police concerns in the Parish.

City Cllr S Whittam advised that Cllr K Middlebrough has arranged a meeting regarding additional parking at the Orchard on the 24th May. Cllrs M Greaves and P Bamber will attend.

MIN 22/13 Due to the unforeseen absence of the Clerk, it was **resolved** that the following Agenda items be deferred to the June meeting.

Agenda Item 10 - 2021/22 Internal Audit Report

Agenda item 11 - 2021/22 End of Year Report and Annual Return

Agenda item 12 - 2021/22 FINANCIAL STATEMENT 1st April – 30th April 2022

2021/22 INSURANCE POLICY

The agenda confirmed that the Council's current insurers are BHIB who offer a 'blanket price' for assets which is based on the size of the Parish. Renewal is due on the 14th June at a cost of £345.00. **MIN 22/14** As the renewal will need to be in place prior to the June meeting, Members **resolved** to approve the renewal unless a comparable quote can be obtained by the Clerk.

GRANT / DONATION REQUESTS

MIN 22/15 In accordance with the 2022/23 budget, Members **resolved** to approve the transfer of £2,000 to the Woodplumpton Community Fete.

COMMUNITY GARDEN

MIN 22/16 In accordance with the 2022/23 budget, Members **resolved** to approve the transfer of £1,500 to the Community Garden account for maintenance.

ACCOUNTS FOR PAYMENT AND RECEIPTS

Members **noted** the 31st April CIL receipt for **£72,092.49** and **£500** from NW Preston Rally.

MIN 22/17 Following email consultation with Members, the £500 was donation was accepted, however Members **resolved** that it be noted that they do not wish to have the rally in the parish again.

MIN 22/18 Members **resolved** to note and approve the following accounts already paid in accordance with standing order 15 (b) xii

Ink cartridges newsletters – £35.58 refunded Whittingham	£71.17	BACS
25 th April room booking	£30.00	BACS
Parish Lengthsman Weeks 1 – 4	£900.00	BACs
Parish Lengthsman paint & wood stain	£51.00	BACs

MIN 22/19 Members **resolved** to approve the following accounts for payment as listed on the agenda.

Clerk's May Salary	£1170.50	BACs
HMRC PAYE May	£111.88	BACs
Employer Nat Ins May	£83.70	BACs

ROAD SAFETY PARTNERSHIP – COMMUNITY TOOL KIT

Following the attendance of the Deputy Police Crime Commissioner to the April meeting, Members were issued with a copy of the Community Toolkit.

MIN 22/20 Members **resolved** that Cllr P Entwistle will look into costings for silhouettes of children at the road side. The Agenda also advised Members that LCC has produced new guidance regarding SPIDS which means they have to be taken down and moved between 3 – 6 months with a 1 month gap before they can be re-erected.

TRAFFIC CALMING

The agenda reminded Members that LCC have advised that the TRO's will be advertised in June. This has been published in the Parish Newsletter. Public participation confirms that the site meeting at The Orchard will take place on the 24th May. Members advised that discussions are still ongoing regarding the safety audit at Catforth and no actions were proposed.

PLANNING APPLICATIONS BEFORE COUNCIL

MIN 22/21 Due to the unforeseen absence of the Clerk it was **resolved** that any comments on the planning applications should be sent to the Clerk by email as the consultation period will expire before the June meeting.

UPDATES

Ambrose Hall Farm - As Cllr K Middlebrough was not present, an update was not available concerning whether the City Council Environmental Health section will process odour reports.

Stocks – A UCLAN post graduate student is preparing a report to to be submitted with the planning application.

Neighbourhood Plan – An update will be given at the June meeting.

DATES OF FUTURE MEETINGS

The next meeting will be on **Mon 20th June 2022** in the Leigh Gallery, Preston Grasshoppers.

END

WOODPLUMPTON PARISH COUNCIL

Following the conclusion of the Annual Parish Council meeting on the 16th May 2022 in the Leigh Gallery of Preston Grasshoppers, the Parish Councillors met as Trustees for the management of the Woodplumpton Community Garden on the site of the former Woodplumpton & Catforth District Youth Club.

COMMUNITY GARDEN MAINTENANCE

Under **MIN 22/16** of the Parish Council meeting, Members **resolved** to transfer £1,500 to the Community Garden to cover ongoing maintenance costs.

Historically, the Community Garden maintenance contract was awarded to a local person with flexibility to attend the site. There are no recorded problems with the work and the Contract was last renewed in 2020.

The Trustees confirmed the reappointment of Mr Hill as the maintenance contractor for the next 2 years.

The Trustees noted that Mr Hill had a meeting at the garden with Cllr Stewart and both have agreed that a large Cytisus (yellow broom) needs removing and the area around it needs replanting with shrubs.

The Trustees authorised £100 for the replanting works.